

# TEMPORARY APPOINTMENT POLICY AND PROCEDURES

## **Policy**

Departments and Offices are allowed to make temporary appointments to fill non-permanent, short-term vacancies that arise due to an emergency situation, cyclical work, or the absence/illness of a certified employee.

This policy is limited by Civil Service Rule 12 [\(Click here for Civil Service Rule 12\)](#)

## **Procedure**

### **Temporary Appointment working 160 hours or less.**

Any of the following may be used as assistance in the recruitment and selection of a candidate to fill a temporary vacancy. An affirmative action focus regarding protected classes (disabled, female and minorities) is critical.

Community Agency (see page 3)

Union Hall (see page 3)

Employment Agency (see page 3)

Eligible list (call Office of Human Resources, Employee Records Section at (651) 266-6488).

Internal Sources

Make your appointment.

Submit a completed temporary permit form to the Office of Human Resources.

Extensions of a temporary permit beyond 160 working hours may be granted in emergencies. However, such extensions will be limited to 40 working hours.

Such extension requests must be submitted, in writing, to the Classification and Compensation Manager for approval. They should document the emergency circumstances.

### **Temporary appointment beyond 160 working hours and up to 1040 working hours (within 12 months)**

Before making any offers of employment, submit a written request to the Classification and Compensation Manager indicating the reason for the request and the title of the class in which the vacancy exists.

Upon receipt of the request, the Office of Human Resources will send a list of eligibles in the requested classification that has indicated an interest in temporary employment. Please give a critical focus to protected classes on the list. If no diversity exists, you may wish to contact the union hall, community agencies, or employment agencies. If there is no diversity from these sources, use the eligibility list.

If there is no eligibility list of the requested classification, use the union hall, community agencies, or employment agencies. Again, consider protected classes.

Make your appointment.

Submit a completed temporary permit from the Office of Human Resources.

Such temporary appointments will be limited to 1040 working hours per temporary employee.

Extensions of a temporary permit beyond 1040 working hours may be granted in extreme emergencies.

Such extension requests must be submitted in writing, to the Classification and Compensation Manager for approval. They should include the number of hours to be extended and the emergency circumstances.

### **Additional Considerations**

In situations where departments know in advance that a temporary vacancy will occur, such as maternity leave or extended sick leave, then the procedures for hiring a temporary for more than 160 hours should be followed.

In the event of an unexpected emergency, then the procedure for hiring a temporary for 160 working hours or less should be followed.

If the temporary appointment does not work out, then immediately cancel the temporary permit. Do not keep a temporary employee on the job unless you plan to work with the employee to resolve any problems.

The Office of Human Resources, Employee Records Section, will monitor the number of hours worked by temporary employees.

### **IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:**

Human Resources  
(651) 266-6500